

DDA 77-1613

24 MAR 1977

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Data Processing
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Assistant for Information
Office of General Counsel
Office of Inspector General

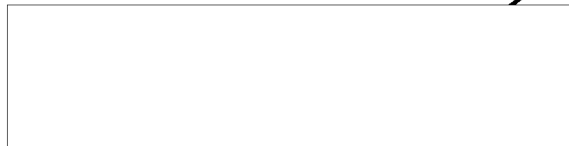
FROM :
Executive Officer, DDA

SUBJECT : Procedure for Handling Requests for
Assistance to Other Federal Agencies

1. DDA offices have submitted through the DDA to OGC lists of the routine non-controversial types of assistance that are requested of them by other federal agencies. In a memorandum dated 21 March 1977, OGC has concurred in the offices' submissions and agrees that Office Directors may give approval for providing such assistance. *

2. In certain gray areas where it is not clear as to whether or not assistance may routinely be given, such requests will be forwarded to the DDA for his approval. In such instances a copy of the request will be provided to OGC and OIG for their information.

3. Annex 3, clearly delineates those types of assistance which must be forwarded through the DDA to the OIG and OGC for their concurrence before DDA approval.



* OC-EXA NOTE: No Copy
IN PERTINENT OC FILE.